

The Washington City Council met in a regular session on Monday, February 9, 2015 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Brian M. Alligood, City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Also present were: Matt Rauschenbach, Administrative Services Director/C.F.O.; Stacy Drakeford, Police & Fire Services Director; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; Lynn Wingate, Tourism Director; Gloria Moore, Library Director; Susan Hodges, Human Resources Director; Kristi Roberson, Parks and Recreation Manager; Keith Hardt, Electric Utilities Director; John Rodman, Community & Cultural Services Director; David Carraway, Network Administrator and Mike Voss, Washington Daily News.

Mayor Hodges called the meeting to order and Councilman Pitt delivered the invocation.

APPROVAL OF MINUTES:

By motion of Councilman Mercer, seconded by Councilman Brooks, Council approved the minutes of January 26, 2015 and February 2, 2015 as presented.

APPROVAL/AMENDMENTS TO AGENDA:

Councilman Mercer requested adding any under other business from the Mayor and members of Council:

- Discussion – Status of Plaques from Waterfront Flag Pole
- Discussion – Highway 17 Association meeting

By motion of Councilman Mercer, seconded by Mayor Pro tem Roberson, Council approved the agenda as amended.

CONSENT AGENDA:

By motion of Councilman Pitt, seconded by Councilman Brooks, Council approved the consent agenda as presented.

- A. Declare Surplus/Authorize – Declare Surplus and Authorize the sale of vehicles through electronic auction using GovDeals

<u>Vehicle #</u>	<u>Make/Model</u>	<u>Serial Number</u>	<u>Odometer Reading</u>
548	1999 Dodge Ram 2500 w/utility body	3B6KC26Z1XM540289	100,050

- B. Adopt – Grant Project Ordinance Amendments for the EDA Water & Sewer grant projects

**AN ORDINANCE TO AMEND THE GRANT PROJECT ORDINANCES FOR THE EDA
WATER & SEWER PROJECT OF WASHINGTON, N.C.
FOR THE FISCAL YEAR 2014-2015**

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section 1. That the following accounts in the EDA Water & Sewer Project grants be increased or decreased by the following amounts to reflect the construction bid award:

76-90-8221-4500	Construction- Water Line	(122,582)
76-90-8221-4505	Construction- Liquid Chlorine	213,365
76-90-8221-9900	Contingency- Water Line	(60,228)
76-90-8221-9901	Contingency- Liquid Chlorine	<u>(30,555)</u>
	Total	0
77-90-8221-4500	Construction- Cherry Run	21,776
77-90-8221-4505	Construction- WWTP Generator	95,026
77-90-8221-4506	Construction- Water & Bonner	(140,158)
77-90-8221-9900	Contingency- Cherry Run	(10,652)
77-90-8221-9901	Contingency- WWTP Generator	(50,458)

77-90-8221-9902	Contingency- Water & Bonner	<u>84,466</u>
	Total	0

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall become effective upon its adoption.

Adopted this the 9th day of February, 2015.

ATTEST:
s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

COMMENTS FROM THE PUBLIC: NONE

SCHEDULED PUBLIC APPEARANCES:

AMY BREWER & LORI LEGGETT – HOSPICE & DSS OUTREACH PROGRAM

Hospice Care Coordinator, Amy Brewer with Community Hospice; Supervisor of Adult & Aging Unit with the Department of Social Services, Lori Leggett; and Assistant Director, Laura Miller called Council’s attention to a hand out of a picture that was taken in Pennsylvania of a similar outreach program. Hospice & DSS would like to bring something like this program to our community. Ms. Brewer voiced that Hospice is about living and not about dying.

Hospice & DSS has partnered together to provide wonderful resources in the home as well as for the community. Hats, scarves and gloves have been donated and they would like to request a few different prominent areas in the City so the items can be displayed on trees. A little note will be attached stating “I am not lost, if you have found me, please take me if you need me” warmly – Community Hospice & DSS. They would like to keep them up for a week and any itmes left over would be picked up and donated to a local shelter or low income housing.

Mayor Pro tem Roberson inquired if they had a specific location in mind and Ms. Brewer suggested using the following sites: Festival Park, Havens Gardens, and on a tree that’s in a prominent area by the Senior Center.

By consensus, Council endorsed the Hospice & DSS outreach program and approved moving forward with the program.

Amy Brewer, Hospice Care Coordinator with Community Hospice, and Lori Leggett, Director of the Adult and Aging Unit at Beaufort County DSS, are here tonight to update the City Council on an outreach program they are doing in partnership with the City. The program will hang scarves for one week in Festival Park and Havens Gardens Park in an effort to draw attention to the needs in the community and the resources available through their organizations.



DEEP FRIED CREATIVE – WAYFINDING PRESENTATION (DUSTIN DIXON)

Community & Cultural Services Director, John Rodman provided Council with a history of the Wayfinding project.

Mr. Dustin Dixon and Mr. Adam Feldhousen representing Deep Fried Creative provided an update on the project and expressed the following:

- Reflective engineered grade
- Vinyl covering
- UV laminate for protection (durable to withstand the elements)
- Very little potential for peeling, scratching, or fading
- Easy to modify
- Flexibility to change styling or color (easily transformed)
- Maintain consistency

Mayor Pro tem Roberson inquired about the height of the signs and what kind of mounting brackets will be used on the signs. Mr. Feldhousen stated everything would be standard and the brackets will be drilled with bolts. Mr. Rodman explained that the bottom of the sign will be at least 8 ft. above the sidewalk.

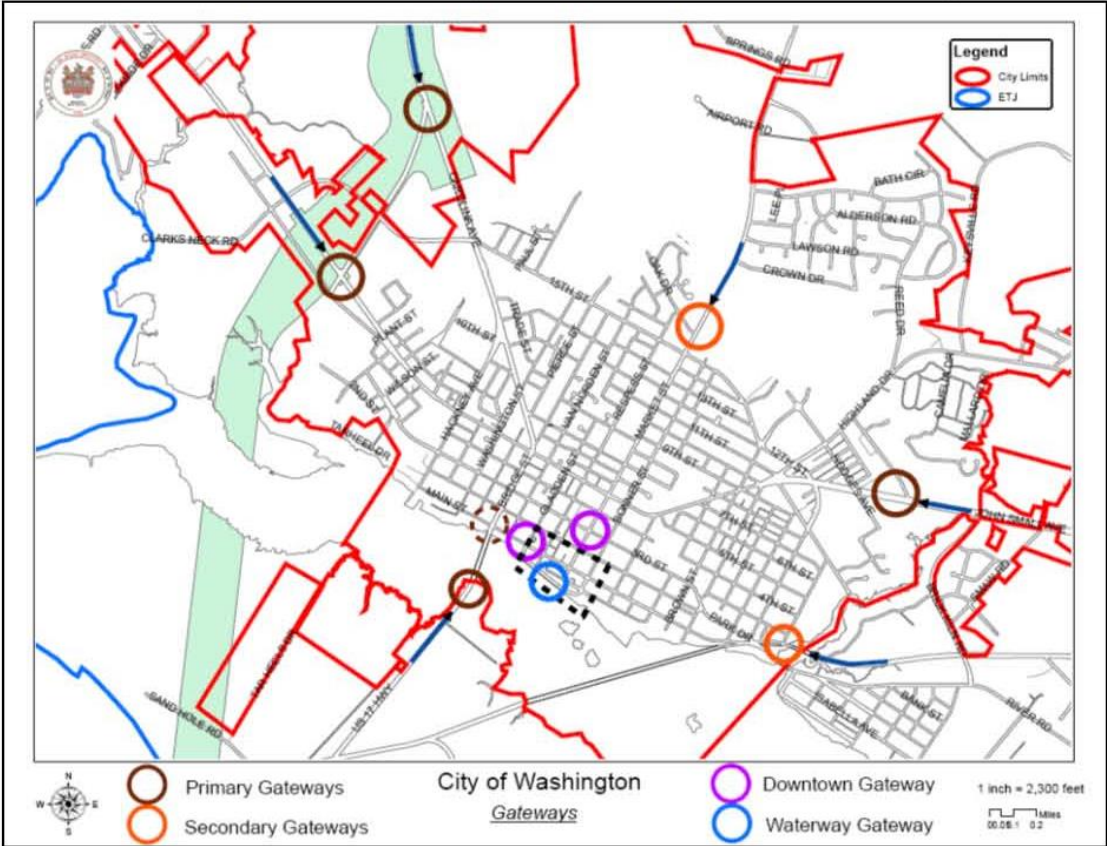
Councilman Beeman inquired if the City of Washington will own the artwork and Mr. Rodman said ‘yes’.

Mr. Rodman noted they are still exploring costs and have checked with Mr. Hardt, Electric Utilities Director, regarding putting signs on poles. Also, Mr. Rodman suggested that the wayfinding strategies designed for Washington would improve traffic circulation (vehicles and pedestrians) in the City and would also direct visitor dollars to where they would have the most economic impact. Mr. Feldhousen stated the wayfinding project calls for replacing and relocating existing wayfinding signs with new signage at important gateways and other strategic locations in the City. Each location would determine the type of sign(s) to be erected there.

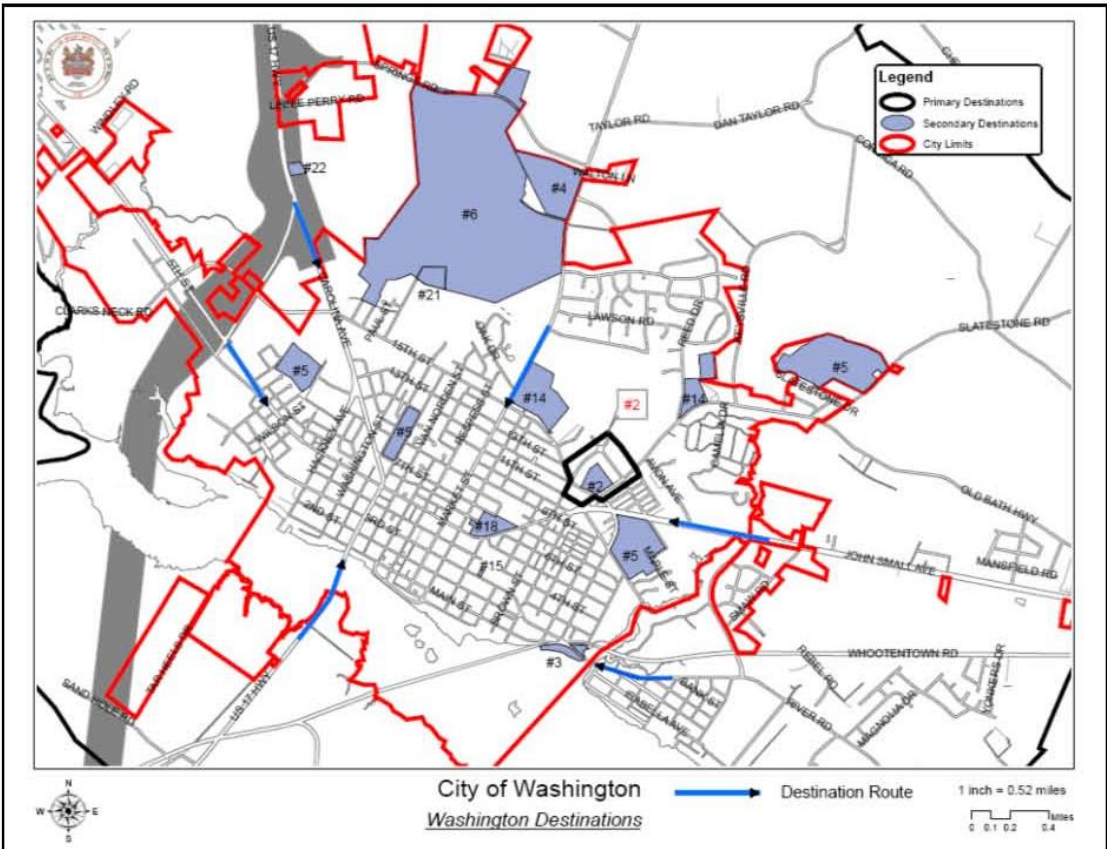


- What do we need to do?**
1. Establish a Steering Committee.
 2. Determine goals and objectives.
 3. Identify entranceways & gateways.
 4. Determine destinations: What places do people need to find?
 5. Identify routes: What are the paths that people need to take?
 6. Locate Decision Points
 7. Develop sign inventory.
 8. Determine design concepts.
 9. Public Participation.
 10. Final Designs
 11. Location Plan and Message Plan
 12. Provide costs & draft plan.
 13. Fabrication & Implementation

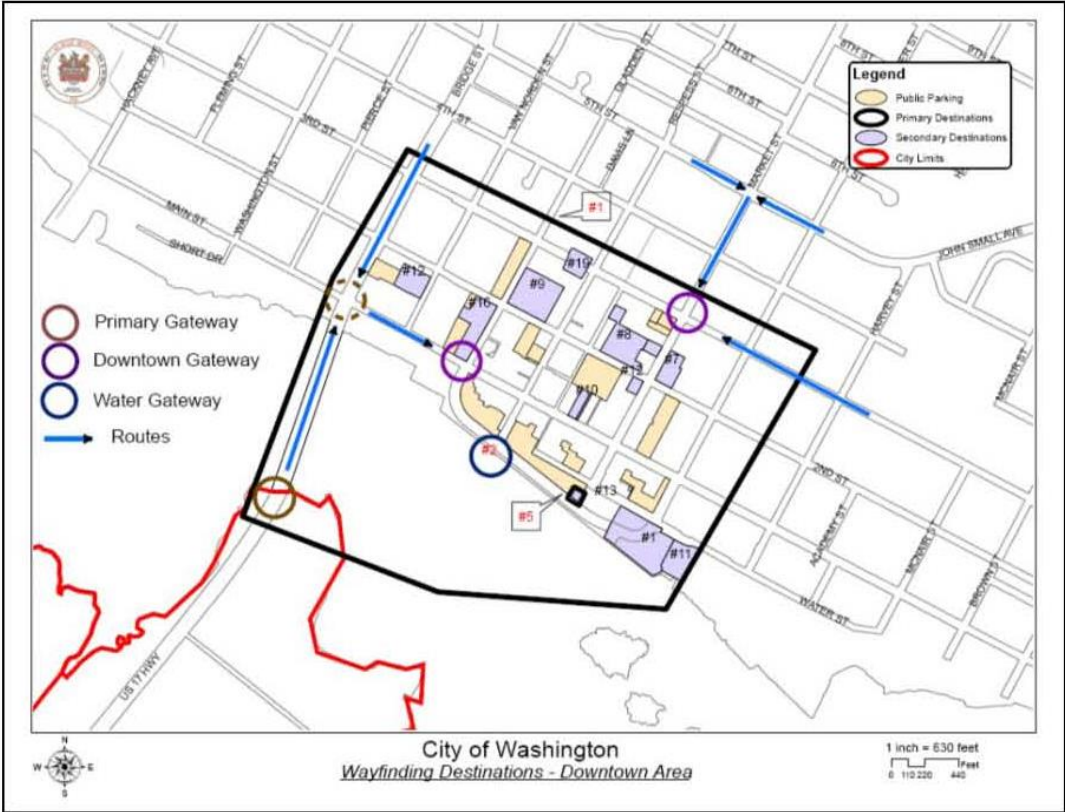
Entranceways and Gateways



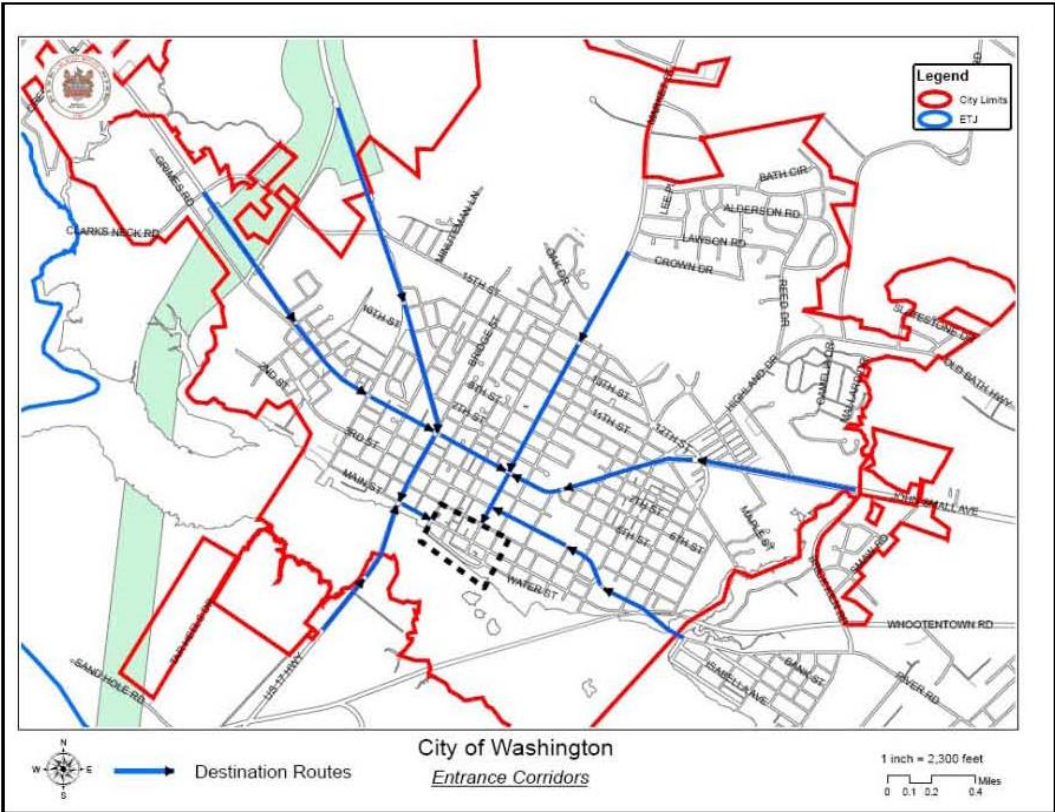
Destinations and Attractions



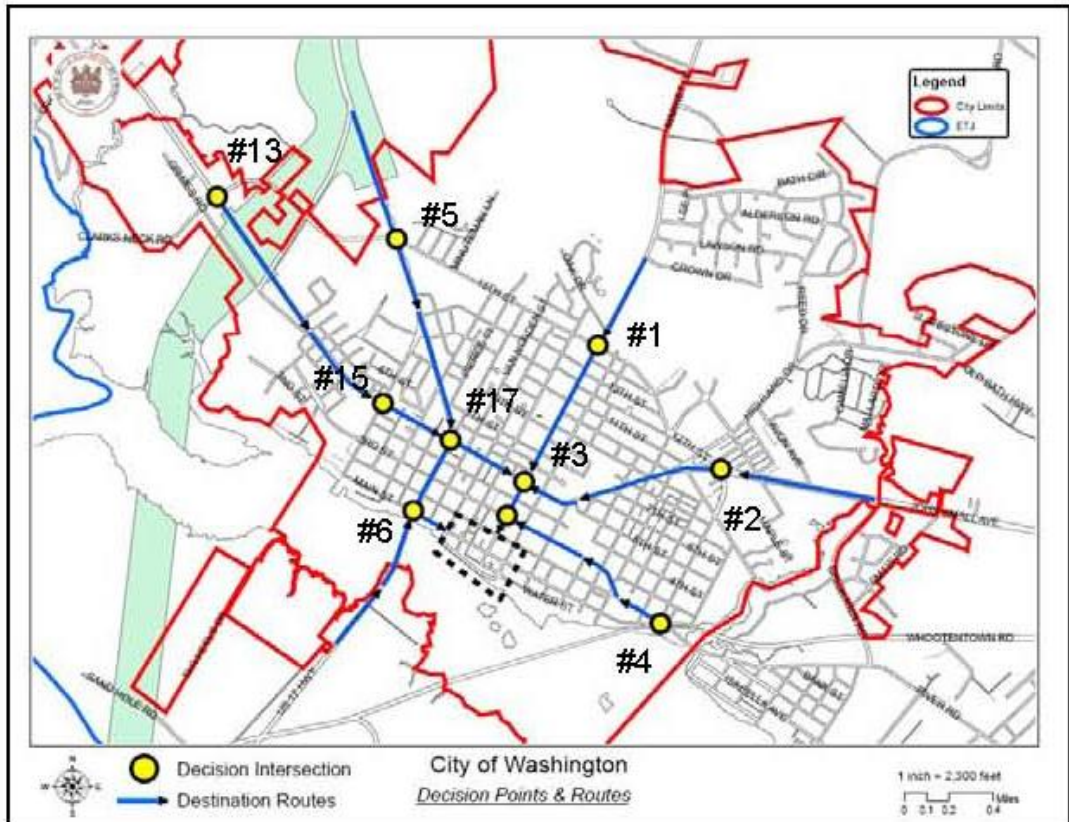
Downtown Destinations and Attractions



Designating Routes



Decision Points



Existing Gateway Signs

Sign #048

Located on Hwy 264
E (John Small Ave)
First South Bank
Property

(Notes:)



Sign #130

Located on Hwy 264
W (West 5th Street)
- South side of Road
just past Lilley Road

(Notes:)



Sign #148

Located on Hwy 17
Business (Carolina
Ave) - South side by
Boss Hogg property

(Notes:)



Sign DT #032

Located on Hwy 17
Business (Bridge
Street) - East side
on Brown Library
property

(Notes:)



Existing Destination Signs

Sign DT #038
Historic
Downtown/Visitor
Center/NC Estuarium

Located on Hwy 17 S
Business (Bridge
Street) West of road
int. with Main Street

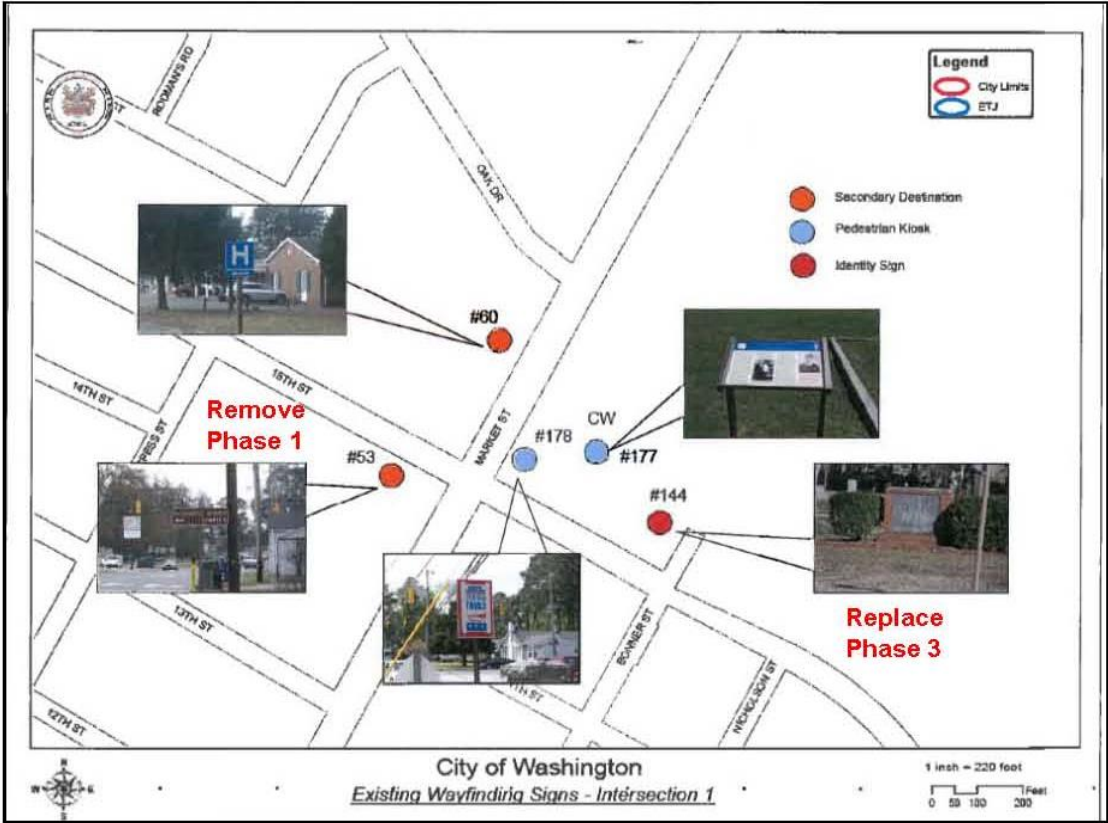


Sign #050
Historic
Downtown/Visitor
Center/NC Estuarium/
Airport

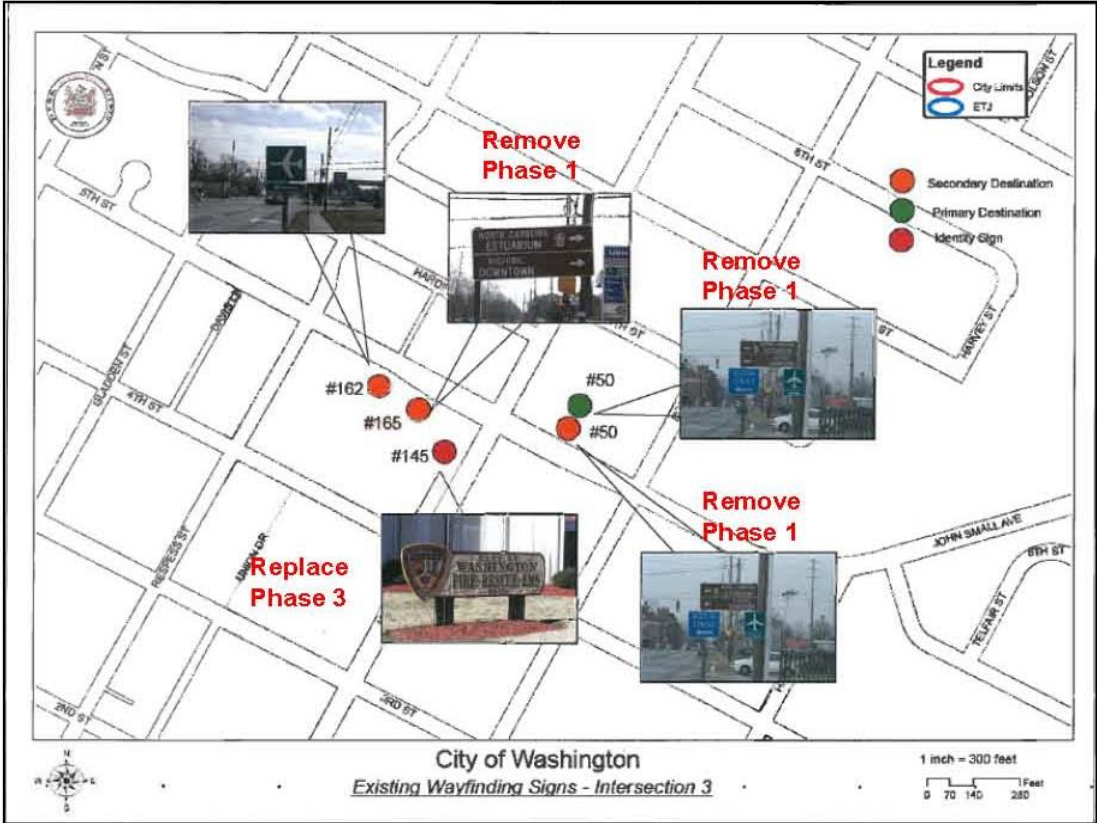
Located on Hwy 264 E
(East 5th Street) - North
side of road before int.
with Market Street



Existing Signs



Existing Signs



FINAL WAYFINDING DESIGN

Washington
NORTH CAROLINA

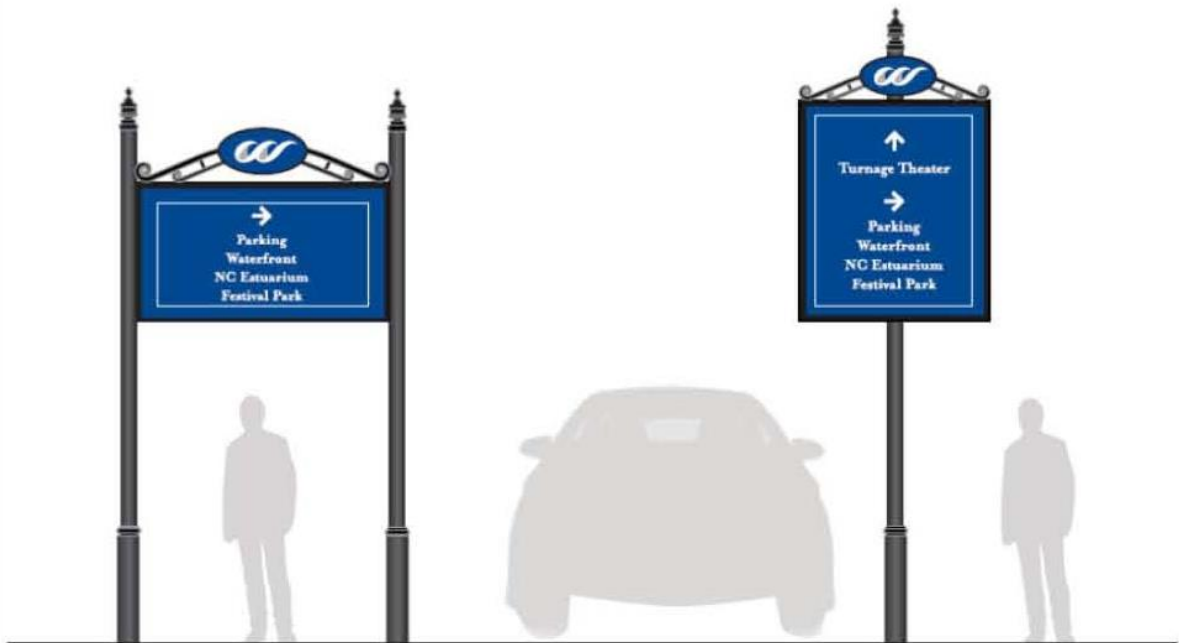


CITY OF WASHINGTON, NC WAYFINDING SYSTEM FINAL CONCEPT

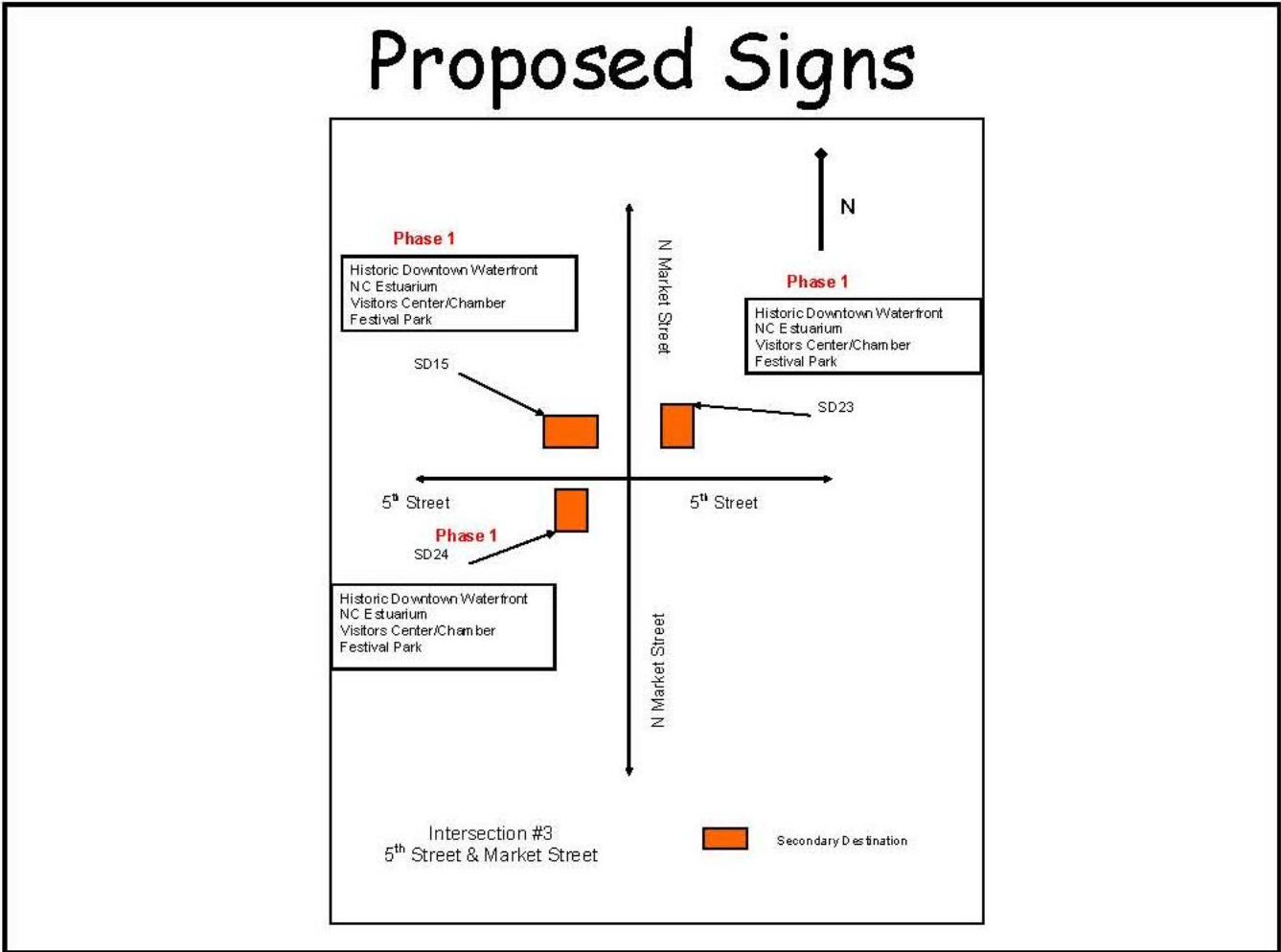
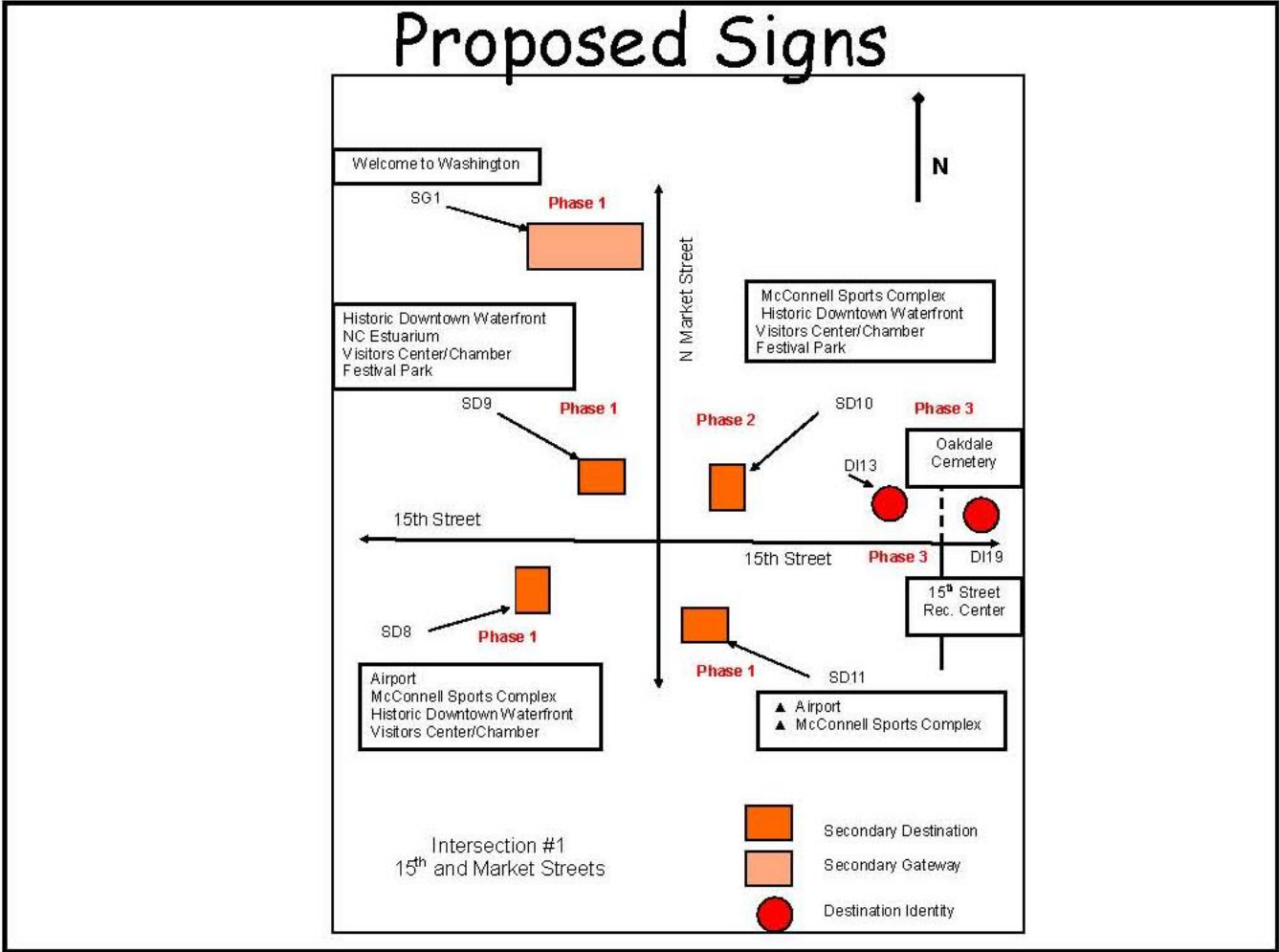


D E F G H

CITY OF WASHINGTON, NC WAYFINDING SYSTEM FINAL CONCEPT



I J



Proposed Signs Inventory

City of Washington Wayfinding
Proposed Signs

No.	Description	Type	Location	Estimate	Design	Phase	Reason
SD1	McConnell Sports Complex Historic Downtown Waterfront Visitors Center/Chamber Festival Park	Secondary Destination	5th off Clarks Neck		E	1	To direct drivers from the outskirts of town to nearby destinations and to the downtown area
SD2	McConnell Sports Complex Historic Downtown Waterfront Visitors Center/Chamber Festival Park	Secondary Destination	Clarks Neck off 5th		E	1	To direct drivers from the outskirts of town to nearby destinations
SD3	McConnell Sports Complex Historic Downtown Waterfront Visitors Center/Chamber Festival Park	Secondary Destination	Carolina Ave off 15th		E	1	To direct drivers from the outskirts of town to nearby destinations and to the downtown area
SD4	McConnell Sports Complex Historic Downtown Waterfront Visitors Center/Chamber Festival Park	Secondary Destination	15th off Carolina Ave		E	2	To direct drivers from the outskirts of town to nearby destinations and to the downtown area
SD6	Historic Downtown Waterfront NC Estuarium Visitors Center/Chamber Festival Park	Secondary Destination	Bridge at Main St South Bound		E	2	To direct drivers along 5th Street to reach downtown destinations
SD7	Historic Downtown Waterfront NC Estuarium Visitors Center/Chamber Festival Park	Secondary Destination	Carolina Ave & 5th North Bound		G	1	To direct northbound drivers to the downtown destinations
SD8	McConnell Sports Complex Historic Downtown Washington Visitors Center/Chamber Festival Park	Secondary Destination	15th & Market East Bound		E	1	To direct eastbound drivers to nearby destinations or toward the hospital
SD9	Historic Downtown Waterfront NC Estuarium Visitors Center/Chamber Festival Park	Secondary Destination	Market & 15th South Bound		E	1	To direct southbound drivers to nearby destinations
SD10	McConnell Sports Complex Historic Downtown Waterfront Visitors Center/Chamber Festival Park	Secondary Destination	15th & Market West Bound		E	2	To direct westbound drivers to nearby destinations and to downtown

Proposed Signs Inventory

No.	Description	Type	Location	Estimate	Design	Phase	Reason
SD37	Turnage Theater Visitors Center/Chamber Civic Center Festival Park	Secondary Destination	Main Street @ Gladden		E	1	To outline downtown destinations upon entering the district
SD38	McConnell Sports Complex Aquatics & Fitness Center	Secondary Destination	Springs Road East Bound		E	1	To direct driver to sports destinations
SD39	NC Estuarium Visitors Center/Chamber Festival Park	Secondary Destination	Market Int with Main South Bound		E	1	To direct driver to downtown destinations
SD40	NC Estuarium Visitors Center/Chamber Festival Park	Secondary Destination	Main Int with Market East Bound		E	1	To direct driver to downtown destinations
PD3	Historic Downtown Waterfront NC Estuarium Visitors Center/Chamber Festival Park	Primary Destination	Market & 3rd South Bound		E	1	To direct southbound Market Street drivers toward downtown destinations
PD4	Historic Downtown Waterfront NC Estuarium Visitors Center/Chamber Festival Park	Primary Destination	2nd between McNair & Brown West Bound		E	1	To direct west bound 2nd Street drivers to downtown destinations
PG1	Welcome to Washington	Primary Gateway	US Hwy 17 North Bound		A	1	To welcome northbound Hwy 17 drivers
PG2	Welcome to Washington	Primary Gateway	5th Street East Bound		A	1	To welcome eastbound 5th Street drivers
PG3	Welcome to Washington	Primary Gateway	US Hwy 17 South Bound		A	1	To welcome southbound Hwy 17 drivers
PG4	Welcome to Washington	Primary Gateway	John Small Ave East Bound		A	1	To welcome westbound John Small Ave drivers
SG1	Welcome to Washington	Secondary Gateway	Market Street Ext South Bound		D	1	To welcome southbound Market Street drivers downtown
SG2	Welcome to Washington	Secondary Gateway	River Road West Bound		D	3	To welcome westbound River Road drivers
SG3	Welcome to Washington	Secondary Gateway	Trestle East Facing		D	3	To welcome boaters via the trestle

CITY OF WASHINGTON, NC WAYFINDING SYSTEM

CONCEPT C

Lamp Post Sign

This design is modified to install on the existing lamp posts of the Downtown Waterfront. Pedestrians and slow moving vehicle traffic will find these easy to read, and will reduce the need for larger signs along the Waterfront.

Key features include:

- Cost savings
(no additional poles needed, simpler install)
- 2-Sided (signage for both eastbound and westbound traffic)
- Consistent design with other wayfinding signage
- Directs traffic to other key district locations

APPOINTMENTS:

APPOINTMENT – RECREATION ADVISORY COMMITTEE

By motion of Councilman Brooks, seconded by Councilman Beeman, Council appointed Katelyn Kozuch to the Recreation Advisory Committee (outside), in order to fill the unexpired term of Russell Morgan, term to expire June 30, 2015.

CORRESPONDENCE AND SPECIAL REPORTS: NONE

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:

HUMAN RELATIONS COUCIL REPORT (accepted as presented)

(begin report)

Human Relations Council (HRC) Report for the month of January

Monday, February 9, 2015 City Council Meeting

MISSION STATEMENT

- *To promote social and economic equality in the community, working with Local Government and other resources*
- *To appreciate the cultural and ethnic diversity of the citizens of Washington and Beaufort County*
- *To encourage citizens to live and work together in harmony and mutual respect*

SCHEDULED PUBLIC APPEARANCES:

Ms. Kimberly Grimes, Criminal Justice Outreach Manager:

Ms. Grimes provided the following updates on Police & Fire services:

- *“Shop with an Officer” ~ Police & Fire Services adopted kids from the Excel program – on December 22nd, (the program served 14 kids and was two (2) hours in length)*
- *Zaxby’s agreed to serve the children free lunch along with family members*
- *Allen Pittman, Director of the Excel program voiced he had received positive feedback from the community*
- *Police & Fire Services plan to bring “Adopt a Senior Program” in 2015. This program will offer those who live alone and have no family members living near with a safety check once a week provided by Police & Fire Services*
- *Annual events planned for 2015 inclusive of NFL Weekend and “National Night Out”*

Mr. Al Powell – Police Activity League (PAL)

- *Mr. Powell shared the Chairman of the Police Activity League Board – Mr. Marc Recko*
- *Partnered with the Boys & Girls Club*
- *PAL program has been existence for 70 years and explained PAL objectives*
- *Local mission deviated a little from the National mission*
- *Expose kids to education and this year coordinated 13 programs*
- *Wrote and obtained a contract on first Aviation Science Robotic Program*
- *Enrolled in a one month summer program*
- *Life skills with different diversities (kayaking, swimming, exposure to military service, etc.)*
- *Aviation Day program at the airport (with thirty-five (3) State & Local agencies participating)*
- *Partnered with the Military and the Department of Defense for the use the Osprey (approximately 2,000 citizens attended and was successful in terms of population but unsuccessful)*
- *Beaufort County Community Day program – this event hosted 320 seventh graders and is similar to Career Day*
- *Received \$160,000 grant from Burroughs Wellcome Foundation*
- *Improved on the Aviation program*
- *Advance Technology Vehicles*
- *Voice of America project*
- *Investing in their own hangar at the Airport*

OLD BUSINESS:

Discussion – Ed Peed Commemoration Service: *Sub-committee chair, Emma Howard, provided updates on the Ed Peed Commemoration Service planned for Saturday, February 21, 2015. The sub-committee met on Wednesday, December 10, 2014 and agreed on recommendation to present to the*

Board. Also, sub-committee chair, Howard requested monetary contributions this year as all food items will be purchased and not prepared by Board members.

Board members were in agreement with the draft program and the proposed food menu. Former Board member Florence Lodge will be presented a certificate in recognition of her ongoing efforts and support for this project.

Discussion – Ed Peed Commemoration Service: *Board member Marc Recko provided the following updates regarding the Spring Symposium:*

- *Contacted Beaufort County Community College and they are on board with using Building 10 to host the Spring Symposium*
- *Tentative date have been suggested but have not been confirmed*
- *In the planning stages and implementation with East Carolina Behavior Health Housing*
- *Beaufort County Coalition will meet at Eagle's Wings on January 28 at noon and Board members are invited to attend. Mr. Recko will provide updates at the March 10, 2015 meeting*
- *Chairman Hughes noted this event is an expansion of Fair Housing*
- *Seed money ~ with Chairman Hughes voicing the Human Relations Council has money budgeted and will be able to help with funding*
- *Hope BCCC will donate the expense of Building 10*

NEW BUSINESS:

Approve – 2015 Proclamations: *Chairman Hughes reviewed the proclamations for 2015 and requested all members meet at City Hall on Monday, February 9, 2015 for a photo op with Mayor Hodges.*

Discuss/Approve – Attendance Policy: *Chairman Hughes reviewed the attendance of Board member Gaskins.*

By motion of Board member Howard, seconded by Board member O'Pharrow, the Board approved forwarding a letter to Board member Gaskins explaining her removal from the board.

OTHER BUSINESS:

FYI – *All FYI items and reminders were discussed inclusive of the December 9, 2014 report submitted to City Council, and the financial report.*

OPEN DISCUSSION:

Chairman Hughes acknowledged that Board member Lundy had sponsored a project to help with the family that was burned out and stated this is the things the board should be accomplishing.

There being no further business, Chairman Hughes adjourned the meeting at 7:25 pm until Saturday, February 21, 2015 at 11:00 am. The Board will meet at the Fire Department, Station One for the commencement of Edward Peed celebration. (end report)

Councilman Pitt extended an open invitation for everyone to attend the Ed Peed Commemoration service.

OLD BUSINESS:

APPROVE – STORMWATER TECHNICAL AND FINANCIAL SERVICES PROPOSAL FROM MARTIN-McGILL IN THE AMOUNT OF \$64,500

City Manager, Brian Alligood reviewed the recommendation on the contract and proposal from Martin Mc-Gill regarding technical stormwater financial services. This proposal revisits our stormwater program.

Mr. Alligood voiced the proposal will provide technical services to determine a value for average impervious cover for residential properties and define an equivalent residential unit (ERU). It will also digitize impervious surfaces for all non-single family residential properties within the City limits and develop a rate structure based on the ERU method. The financials information will be cataloged using

GIS shapefiles. The financial services part of the proposal will develop a stormwater rate assessment model, a 10-year financial analysis model of the utility, a Capital Improvement Plan (CIP) based on existing engineering studies, and a capital financing plan to implement the CIP.

Councilman Mercer stated the proposal indicates they will exclude any pavement that is in the right-of-way. Mr. Alligood stated if it's in the right-of-way whether it is City maintained or State maintained the State has an exemption on any stormwater so you wouldn't include that. We can have that conversation with NCDOT.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council approved the attached Stormwater Technical and Financial Services proposal from Martin-McGill in the amount of \$64,500.00.



January 26, 2015

Mr. Brian Alligood
City Manager
City of Washington
102 East Second Street
PO Box 1988
Washington, NC 27889

SUBJECT: Stormwater Technical and Financial Services.

Dear Mr. Alligood:

In response to our continuing conversation regarding the subject project, Martin-McGill has prepared the following proposal for your consideration. The proposed scope has been divided into two principal elements:

- A GIS services component, prepared by McGill Associates' Environmental Services group.
- A Financial Services component, prepared by Martin-McGill.

The proposed scope of services may be contracted together as a single project or as two separate projects, according to your preference.

Proposed GIS Services Objectives

- Perform various tasks necessary to determine a value for "average impervious cover" for residential properties in the City of Washington, NC. This value is to be used to define an Equivalent Residential Unit (ERU) and will serve as the basis for rate assessments for the City's Stormwater Utility program.
- Perform additional tasks necessary to create a current database for the purpose of cataloging and tracking the total amount of impervious cover for all non-single family residential property within the corporate boundary of Washington.
- Provide the City with GIS and database digital files in the prescribed format.
- Attend meetings, coordinate with staff and prepare a summary of findings to present to Client.

Proposed Scope of GIS Services

Preliminary Tasks:

1. Coordinate with Martin-McGill and Client to establish specific project objectives and identify all existing relevant data needed to perform analysis.
2. Establish a client point of contact through which to discuss and resolve technical issues related to the analysis.
3. Acquire all relevant existing data from the City of Washington and Beaufort County GIS.
4. Define project protocol and methodologies:
 - a. Definition of impervious surface, including consideration of outbuildings, gravel vs. pavement, decks, swimming pools.
 - b. Property line vs. ROW boundaries.
 - c. Land use categories.
 - d. Data format needs for finished product.
5. Attend a meeting in Washington to present project outline and timeframe, collect information, establish client relationship

GIS Analysis:

1. Analysis to determine appropriate ERU value:
 - a. Establish definition for Single Family Residential (SFR) properties within corporate boundary; determine the total number and identity of all SFR properties within the study area.
 - b. Select a representative sample (approximately 5%) of SFR properties from total; and evaluate each property for total impervious area by manually digitizing over aerial photographs.
 - c. Stored Data and analytical results in GIS shapefiles.
2. Evaluate all non-residential properties for actual impervious cover:
 - a. Classify non-residential by land use categories to be determined.
 - b. Determine exempt categories, if any.
 - c. Manually digitize impervious surfaces on all non-SFR properties within the corporate boundary.
 - d. Distinguish between paved and non-paved drives and parking areas to the extent practicable given the available data resolution, time constraints and budget.
 - e. Stored Data and analytical results in GIS shapefiles.

Database Creation and Validation

1. Create database from shapefiles and existing tax parcel data.
2. Perform statistical analysis of results, characterize distribution of sample, and determine ERU value.
3. Determine total ERU's within the corporate boundary.
4. Develop protocols to update database using building permits or other available records to bring database up to current.
5. Perform a data gap analysis to determine areas within the study that have missing or inaccurate data.
6. Resolve data gaps and bring database up to current using available records and developed protocols.
7. Attend a meeting with Client to present findings and answer questions.

GIS Related Deliverables

1. GIS shapefiles created or modified during the project that contain land use and impervious surface cover.
2. Database merging existing tax parcel data with land use and impervious cover data developed during the analysis.
3. Project summary report including unresolved data gap and estimated error analysis.
4. Metadata report.
5. Attendance at two meetings in Washington, NC, as described above.

GIS Related Assumptions

1. The Stormwater Utility rate structure will be based on the ERU method, with all single family residential parcels valued at 1.0 ERU.

2. The GIS analysis will be performed using base data obtained from the City of Washington, Beaufort County or outside sources, any costs associated with obtaining needed data will be charged as reimbursable expenses.
3. The GIS analysis will not include roads or areas within rights-of-way
4. The building footprint shapefile from the Beaufort County GIS will be available for our use and that we will use this data to the extent it appears accurate, we will expand the coverage of this shapefile to include newer structures and to correct identified errors.
5. Assessments of land use and impervious surfaces will be based on visual analysis of aerial imagery with one-foot resolution and verified to the extent practicable, using available online imagery and limited ground verification. There will be some errors in the analysis but these will be minimized through use of a standard procedure and defined methods. On site verification, as necessary, will be performed by the City.
6. All clearly defined drives and parking areas, regardless of surface cover, will be considered impervious surfaces
7. We will rely upon the accuracy of the parcel boundaries as depicted on the Beaufort County GIS or alternate parcel boundary shapefile available from the City or County.
8. Structures located on a parcel but that overlap the digital parcel boundary line provided will be considered entirely within the parcel.
9. Impervious surfaces such as sidewalks and portions of driveways that occur outside of a parcel boundary and within the right-of-way will not be included in the impervious total for the parcel.

Scope of Financial Services

- Collect and review historic financial data regarding the Stormwater fund revenues, expenditures, debt, and other factors having the potential to influence financial trends for the fund.
 - Develop key financial assumptions to be reviewed with the City.
 - Convene a working session with the City Manager and staff to review data, information, and assumptions and review stormwater program objectives.
 - Assist the City to develop a Stormwater Capital Improvements Plan (CIP). This work element does not include the development of capital cost estimates, which are to be provided by the City.
 - Address assumptions regarding capital outlay, debt funded capital projects, and projections of associated new operational costs.
 - Develop a Capital Financing Strategy for implementing the CIP.
 - Develop a 10-year Financial Analysis Model for the City Stormwater Enterprise Fund.
 - Develop a Stormwater rate model for the City's existing rate structure and calibrate the model to current revenues.
 - Review viable and defensible alternative rate structures based upon collected EDU data for consistency with project objectives.
 - Propose future Stormwater rates for the City and develop a plan to implement them so as to accomplish the revenue forecasts established in the financial analysis. This proposed scope does not include the design of rebates, cost share programs, or ordinances, which may be provided outside of the scope of services provided for herein.
 - Compare proposed Stormwater rates and charges to those of other programs in the region.
 - Convene a working session with the City Manager and staff to review the draft financial elements and revised said draft in accordance with feedback derived from this working session.
-
- Prepare a final report of findings and conclusions to be presented to the City Manager.

GIS Related Deliverables

- Stormwater Capital Improvements plan, compiled jointly by Martin-McGill and City staff.
- Financial Analysis spreadsheet(s) compiled in Excel.
- Stormwater Rate Model compiled in Excel.
- Project Memorandum, summarizing principal findings and conclusions.
- Attendance at two meetings in Washington, NC, as described above.
- PowerPoint presentation to City Council (optional)

Project Related Assumptions

- Data and information provided by the City is to be conveyed to Martin-McGill in a timely fashion.
- Martin-McGill will serve as facilitator and coordinate the GIS and technical services outlined above.
- Working sessions in Washington will be conducted as follows:
 - Two working sessions with the City Manager and staff for the GIS services component of the project. These sessions would be led by John Vilas, Director of McGill Associates' Environmental Services Group.
 - Two sessions with the City Manager and staff for the financial services component of the project. These sessions would be led by Dennie Martin or Jessica Lane, representing Martin-McGill.
- Financial Analyses and rate modeling will be based on the impervious surfaces calculations provided by the GIS services components outlined above.

Proposed Project Schedule

Client Notification to proceed	February
GIS Analysis/database	May
Completion of GIS Project Component	May
Financial data collection	February
Financial Analysis Modeling (after GIS completion)	April
Stormwater Rate Modeling (after GIS completion)	May
Review of draft report	June
Project Completion	June

Estimated Project Cost

The following is a summary of the estimated project cost:	
GIS Services component	\$37,000
Financial Services component	\$24,000
Total estimated cost	\$61,000


**Optional PowerPoint Council Presentation \$ 3,500*

We are pleased for the opportunity to assist the City of Washington with this important project. We greatly value our past association with you and we look forward to working with you again. Your signature in the space provided below will verify the City's acceptance of the terms and scope provided for in this proposal and serve as the City's notification to proceed.

Respectfully,
Martin-McGill, Inc.


Dennie R. Martin

The terms and conditions outlined in this Martin-McGill proposal are accepted by the City of Washington and you are hereby authorized to proceed:


Brian Alligood
City Manager


Date

PUBLIC HEARING - ZONING:
ACCEPT/ADOPT – RECOMMENDATION OF THE PLANNING BOARD AND ADOPT
RESOLUTION TO CONSIDER ZONING CHANGE CONSISTING OF 2.12 ACRES OF
VACANT PROPERTY LOCATED ON HUDNELL STREET

Mayor Hodges opened the public hearing. John Rodman stated this request is being made by Robert & Belinda Leggett for the City of Washington to rezone 2.12 acres of property located on Hudnell Street adjacent to Eastern Elementary School and the Washington Housing Authority. The property is currently zoned R6-S (Residential) and the request is to rezone the property to B-2 (General Business). The Planning Board determined that the rezoning was consistent with the Comprehensive Plan and any plans that the City may have for that area. The Planning Board voted unanimously to recommend to City Council to approve the rezoning. Mr. Rodman clarified why the City is a part of this rezoning. The adjacent property owners have been notified and it was advertised in the Washington Daily News.

Councilman Mercer inquired if there was an easement? Mr. Rodman said ‘yes’ one is an undeveloped alley which has been closed, the other is an adjacent street unsure if it is closed or not. Mr. Holscher voiced the easement wouldn’t affect the rezoning request tonight – these are title issues and can be resolved at a later date. Mayor Pro tem Roberson stated the site plan will be presented to the Planning Board and all the legal avenues will be cleared up at that time – this should address any concerns.

Mr. Leggett stated when they made an offer on the property the deed indicated that the easement was included in closing on the property and this will be addressed prior to taking over ownership. Mr. Leggett advised their intentions are to build a child care facility on the property.

There were no more comments from the public.

Mayor Hodges closed the public hearing.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council accepted the recommendation of the Planning Board and adopted the resolution to approve the rezoning of the property located on Hudnell Street containing 2.12 acres, from R6-S (Residential) to B-2 (General Business).

RESOLUTION OF THE CITY OF WASHINGTON ADOPTING THE PLAN
CONSISTENCY REVIEW STATEMENT FOR A PROPOSED ZONING MAP AMENDMENT
WHEREAS, the City of Washington received a request to rezone property from R6-S (Residential) to B-2 (General Business) specifically identified as Beaufort County Parcel Identification Numbers 5685-49-0320 & 5685-39-3486

WHEREAS, effective January 1, 2006, North Carolina General Statute 160A-383 requires that “prior to adopting or rejecting any zoning amendment” each local governing board “shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest”;

WHEREAS, this zoning request was duly advertised and was the subject of a public hearing by the Council of the City of Washington on February 9, 2015;

WHEREAS, the Council for the City of Washington has considered the application to amend the Zoning Map and finds that the amendment is warranted; in order to achieve the purposes of the Comprehensive Plan and the CAMA Land Use Plan;

NOW, THEREFORE, BE IT RESOLVED BY THE WASHINGTON CITY COUNCIL THAT, the Plan Consistency Review Statement presented by the Planning Board be adopted and as a result, the adoption of the proposed rezoning of the subject parcel be approved.

Adopted this 9th day of February 2015.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

PUBLIC HEARING - OTHER:

**ADOPT – ANNEXATION ORDINANCE TO EXTEND THE CITY OF WASHINGTON
CORPORATE LIMITS FOR THE NON-CONTIGUOUS ANNEXATION OF DCD
ENTERPRISES, INC. LOCATED ON US HWY 264 WEST AND CONTAINING 5.0 ACRES**

Mayor Hodges opened the public hearing.

Community & Cultural Services Director, John Rodman noted that at the January 12, 2015 City Council meeting, Council adopted a resolution calling for a public hearing on the request for an annexation of the subject property located US Hwy 264 West and containing 5.00 acres. Mr. Rodman advised this is the third step in annexation process. Petition had been presented to the Clerk, petition was investigated, and Council accepted the petition. Date for the Public Hearing was set for January 12, 2015. Mr. Rodman voiced this would be positive revenue for the City.

There were no comments from the public.

Mayor Hodges closed the public hearing.

By motion of Mayor Pro tem Roberson, seconded by Councilman Beeman, Council adopted the annexation ordinance to extend the City of Washington corporate limits for the non-contiguous annexation of DCD Enterprises Inc. located on US Hwy 264 West and containing 5.00 acres.

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
CITY OF WASHINGTON, NORTH CAROLINA**

WHEREAS, the Washington City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

WHEREAS, the Washington City Council has resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at the City Council Chambers on the 2nd floor of the municipal building located at 102 East 2nd Street at 6:00 p.m. on Monday, February 2015, after due notice by the Washington Daily News;

WHEREAS, the Washington City Council finds that the area described herein meets the standards of G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Washington, North Carolina that:

- Section 1. By the virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the City of Washington, as of February 9, 2015:

Being all of that tract of land noted on that survey "East Carolina Auto" by Coastal Carolina Surveyors dated June 6, 2014 and being located in Washington Township, Beaufort County North Carolina an being more particularly described as follows:

Beginning at a new iron pipe in the western right of way of Highway 264, and being further located from NCGSM "Wimco", N=674,024.52 and E=2,565,588.63 – N 35 56 26 W – 1244.39 feet to a new iron pipe, the point of beginning so located; thence S 58 19 53 W – 422.03 feet to a new iron pipe; thence N 31 40 07 W – 539.02 feet to a new iron pipe; thence N 59 52 35 E – 59.30 feet to existing iron pipe; thence N 59 55 42 E – 338.10 feet to an existing pipe in the western right of way of Highway 264; thence S 31 40 07 E – 295.14 feet to a new iron pipe; thence N 58 19 53 E – 24.79 feet to a new iron pipe; thence S 31 40 07 E – 232.86 feet to the place and point of beginning containing 5.00 acres approximately, being a tract of land described in Deed Book 589, Page 358 in the Beaufort County Registry.

Together with and subject to covenants, easements, and restrictions of record.

Said property contains 5.00 acres more or less.

Section 2. Upon and after February 9, 2015, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Washington and shall be entitled to the same privileges and benefits as other parts of the City of Washington. Said territory shall be subject to municipal taxes according to G. S. 160A-58.10.

Section 3. The Mayor of the City of Washington shall cause to be recorded in the office of the Register of Deeds of Beaufort County, and in the office of the Secretary of the State in Raleigh, North Carolina, an accurate map of the annexed property, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Adopted this 9th day of February 2015.

ATTEST:

s/Cynthia S. Bennett
City Clerk

s/Mac Hodges
Mayor

OLD BUSINESS:

DISCUSSION – CHARTER AMENDMENTS (FRANZ HOLSCHER, CITY ATTORNEY)

City Attorney, Franz Holscher explained the options Council has when it comes to changing the terms from two year to four year staggered terms. Mr. Holscher advised no matter which option is chosen, the City's charter would have to be changed at least 90 days before the next election, which is set for November 3, 2015. Mr. Holscher voiced that the charter could be changed by having the City's representatives in the N.C. General Assembly introduce a local bill that would allow for four-year staggered terms. Also, Mr. Holscher advised that such a bill usually must have unanimous support of local elected officials and be noncontroversial in nature.

AMENDING THE CITY CHARTER TO INCREASE THE MAYOR'S AND COUNCIL MEMBERS' TERMS FROM TWO TO FOUR YEAR STAGGERED TERMS

I. RELEVANT PROVISIONS FROM STATE LAW AND CITY CODE.

A. N.C.G.S. § 160A-66 – Unless otherwise provided by its Charter, each City shall be governed by a Mayor and a Council of three (3) members, each shall be elected from the City at large for terms of two (2) years.

B. City Charter.

1. Section 2.2. – The Council shall be composed of five (5) members to be elected by all the qualified voters of the City for terms of two (2) years, or until their successors are elected and qualified.

2. Section 2.3 – The Mayor shall be elected by all the qualified voters of the City for a term of two (2) years or until his or her successor is elected and qualified.
3. Section 3.2 – A Mayor shall be elected in each regular municipal election.
4. Section 3.3 – Five (5) Council Members shall be elected in each regular municipal election.

II. OPTIONS TO AMEND THE CITY CHARTER.

- A. Local Act enacted by the North Carolina State Legislature.
- B. Ordinance enacted by the City Council under the “Charter Change Statute”.

III. LOCAL ACT.

- A. Local Acts are introduced as bills during the North Carolina State Legislature’s legislative process.
- B. Procedure and General Commentary.
 1. Contact the City’s representatives to obtain support and guidance.
 2. Some type of Council action authorizing submittal of a request for introduction of the proposed change in the form of a bill to the North Carolina State Legislature.
 3. Submit draft bill to the drafting office.
 4. Local bills are designated separately as local bills, may be handled under a slightly different calendar with slightly different rules than regular bills, otherwise follow the same process as regular bills (referred to committees, passed on three readings in each house, etc.) and do not require approval from the Governor.
 5. Local bills typically are presented during the short session (the second half of the biennial legislative process) which is primarily dedicated to budget matters.
 6. Rules for introduction during the short session typically limit local bills to matters that are supported by all members of the local delegation and that the local delegation certifies as noncontroversial.
 7. Whether introduced during the short or long session, there are certain deadlines for the introduction of bills based upon the category in which they fall.

IV. CHARTER CHANGE STATUTE (N.C.G.S. § 160A-101 et seq).

- A. N.C.G.S. § 160A-101 Optional Forms – Authorizes any City to alter its form of government by adopting any one or combination of the options described by this section:
 1. N.C.G.S. § 160A-101(4) – Members of Council shall serve terms of office of either two or four years. All of the terms need not be of the same length, and all of the terms need not expire in the same year.
 2. N.C.G.S. § 160A-101(8) – The Mayor shall be elected by all the qualified voters of the City for a term of not less than two years nor more than four years.
- B. N.C.G.S. § 160A-102 Amendment by Ordinance – Authorizes the Council to amend the City Charter by ordinance to implement any of the optional forms set out in N.C.G.S. § 160A-101.
 1. Procedure

- a. Council adopts a resolution of intent (Resolution) to consider an ordinance amending its Charter.
- b. At the same time Council adopts the Resolution, it must call a public hearing on the proposed Charter amendments. The date of the public hearing must be within 45 days of the date the Resolution is adopted.
- c. A notice (advertisement) of the public hearing must be published at least once not less than 10 days before the public hearing.
- d. Council holds the public hearing.
- e. Council action must occur not earlier than its next regular meeting, and not later than 60 days, after the public hearing:
 - i. Council may adopt the ordinance without making the ordinance subject to approval by a vote of the people (see IV. B. 2. below).
 - ii. Council may adopt the ordinance but make the ordinance subject to approval by a vote of the people. At the same time, Council may, by resolution, call a special election for any such vote of the people (see IV.C. below). The date fixed for the special election may not be more than 90 days after the ordinance is adopted. Council is required to publish notice of the special election in accordance with N.C.G.S. § 163-287.
- f. Within ten days after the ordinance is adopted, Council shall publish (advertise) a notice concerning adoption of the ordinance. No such notice is required if the ordinance is subject to approval through a special election.
- g. The City Clerk must file a certified true copy of the Charter amendment with the Secretary of State and the Legislative Library.

2. Referendum Petition.

- a. If Council adopts the ordinance but does not make the ordinance subject to approval by a vote of the people, the ordinance will be subject to the possibility of a referendum petition. If at least 10% of the registered City voters sign and file a referendum petition with the City Clerk within 30 days after the publication of the notice of the adoption of the ordinance, the ordinance shall be submitted to a vote of the people by special election (see IV. C. below).
 - i. In this instance, the special election must be held not more than 120, nor fewer than 60, days after the referendum petition is filed with the City Clerk.
 - ii. Council is required to publish notice of the special election in accordance with N.C.G.S. § 163-287.

C. N.C.G.S. § 160A-109.

1. Charter amendments may be submitted at any regular or special municipal election.
2. Any Charter amendment affecting election must be finally adopted and approved at least 90 days before the first election held thereunder.

D. Votes required to adopt an ordinance amending the Charter.

1. Only a simple majority is required because the “first reading” occurred and was voted on when the resolution of intent was passed.

V. SOME THINGS TO CONSIDER WHEN CHOOSING BETWEEN A LOCAL ACT AND THE CHARTER CHANGE STATUTE OPTIONS.

- A. Since the contemplated change (increasing two year terms to four year staggered terms) is specifically authorized by the Charter Change Statute to be accomplished by a locally enacted ordinance and the City therefore has the authority to make this change, it may be more practical/preferable to make the change through adoption of an ordinance by the City pursuant to the Charter Change Statute.
- B. The City’s local delegation (representatives) may prefer the City use the Charter Change Statute procedure available to it rather than seek such a change through a local act which requires legislative action.
- C. Once a local bill is filed with the General Assembly, the City loses control over the substance (wording) of the bill and its timing (when it is enacted).
- D. If Council’s support for the change is not unanimous, the local delegation may not be able to certify that the local bill is noncontroversial.

VI. OTHER CONSIDERATIONS.

- A. According to the School of Government website, there are 553 cities in North Carolina.
 1. 37 cities have four year terms for its governing board members.
 2. 348 cities have four year staggered terms for its governing board members.
 3. Ten cities have a hybrid four year staggered term/two year staggered term model.
- B. The terms of Mayors is not documented herein due to the fact that there are a lot of different forms of government pertaining to Mayors.

VII. HOW TO IMPLEMENT THE CHARTER CHANGE IF THE CHARTER CHANGE IS DESIRABLE BY COUNCIL.

- A. There are a lot of options for Council Members' terms and the Mayor's term beginning with the first election during which the change would be effective. Some options include the following.
 1. Following the first election during which the Charter change is effective, the Mayor could serve a four year term, the two Council Members who receive the most votes could serve four year terms, and the three remaining Council Members who are elected could serve two year terms. After the first election, three Council Members (including the Mayor every fourth year) would be elected every two years to four year terms.
 2. Following the first election during which the Charter change is effective, the Mayor could serve a two year term, the three Council Members who receive the most votes could serve four year terms, and the two remaining Council Members who are elected could serve two year terms. After the first election, three Council Members (including the Mayor every fourth year) would be elected every two years to four year terms.

3. Following the first election during which the Charter change is effective, the Mayor could serve a four year term, the three Council Members who receive the most votes could serve four year terms, and the two remaining Council Members who are elected could serve two year terms. After the first election, two Council Members would be elected every four years to four year terms and four Council Members (including the Mayor) would be elected every four years to four year terms. Municipal elections would still be held every two years.
- B. If Council desires to change the Charter, City staff will need a decision from Council concerning the preferred option of election(s) in order to draft the Resolution and other related documents.

VIII. OTHER ANTICIPATED QUESTIONS.

- A. This Charter change would not require preclearance from the Department of Justice because preclearance is no longer required under Section 5 of the Voting Rights Act.
- B. The election procedure that would result from this Charter change, like the current election procedure and any other election procedure, would remain susceptible to challenge under Section 2 of the Voting Rights Act; however, I do not feel this Charter change would be susceptible to a successful challenge.
- C. I am not aware of any existing Court Order that would have any relevance upon the contemplated Charter change.

IX. BACKGROUND.

- A. The last amendment to the City's Charter was ratified by the North Carolina General Assembly on June 21, 1996 and is contained in Session Laws 1995, Chapter 736. Prior to that, the last, previous amendment to the City's Charter that I am aware of was ratified by the North Carolina General Assembly on April 5, 1963 and is contained in Session Laws 1963, Chapter 163.
1. When the City last amended its Charter through General Assembly ratification in 1996, Kim Smith, who then was the Assistant General Counsel with the North Carolina League Municipalities, was engaged by the City to revise the existing Charter and update it with any new law changes since the last revision in 1963. Ms. Smith drafted the revision in bill form for consideration by the North Carolina State Legislature. At that time, the deadline for local bills to be introduced in the legislative short session was May 22nd.

Mayor Pro tem Roberson voiced he was ready to move forward on the resolution at the next Council meeting and Councilman Brooks concurred. Mayor Pro tem Roberson suggested the majority of the municipalities in the State of North Carolina have gone to staggered terms and would like the City of Washington to be consistent with the majority.

Councilman Mercer voiced he has reservations about changing the terms, and stated he thought at the last meeting all had agreed to have a public hearing. Councilman Mercer stated, "I would prefer we have a meeting, an open meeting, where people can come and say 'Yea' or 'Nay' and progress from there." Councilman Pitt was in support of Councilman Mercer's suggestion. Councilman Pitt noted this is a very large step and the public needs to be advised and the public needs to understand the ramifications of it.

Public Hearing referencing charter changes has been scheduled for February 23, 2015. Public comments will be received at that time.

NEW BUSINESS: NONE

ANY OTHER ITEMS FROM CITY MANAGER: NONE

**ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:
DISCUSSION – STATUS OF PLAQUES FROM WATERFRONT FLAG POLE**

Councilman Mercer voiced Council was presented with a letter several months ago from several individuals regarding the plaque that had been located near the base of the flag pole. Staff removed the flag pole, took down the plaques, and they have not been replaced. Councilman Mercer stated he has received calls and would like for staff to find the location to put the plaques back up. Mr. Alligood stated staff can do this and that Mr. Rodman has been working on it. They know where they would like to put the plaques but it will take some appropriations from Council. The stone required to put it up is at a very substantial cost. The plaques have to be mounted on stone and Councilman Mercer inquired if they were on stone before. Mr. Alligood said ‘yes’ when the area was torn up for the new lighthouse the foundation was destroyed. Mr. Rodman voiced when the plaques were removed the stones were damaged. Also, do we want to put the plaques on the lighthouse or near the flag pole? Mayor Pro tem Roberson voiced the cheapest way is to mount them on the lighthouse wall.

Council directed staff to bring a proposal back to Council referencing the installation cost of the plaques either on the lighthouse or flag pole.

DISCUSSION – HIGHWAY 17 ASSOCIATION MEETING

Councilman Mercer stated the Secretary of Transportation; Tony Tata will be at the Highway 17 meeting Friday, 2-13-15 in New Bern at the New Bern Convention Center from 7:00am – 9:00 am and invited Council to attend.

CLOSED SESSION: NONE

ADJOURN:

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 6:30 pm until Monday, February 23, 2015 at 5:30 pm, in the Council Chambers.

Cynthia S. Bennett, CMC
City Clerk